

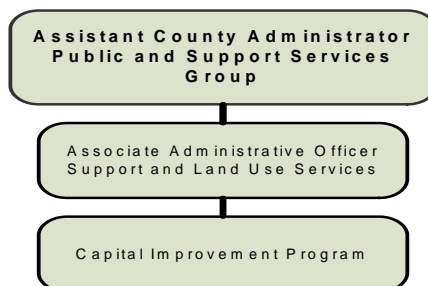
# CAPITAL IMPROVEMENT PROGRAM

## Gerry Newcombe

### I. MISSION STATEMENT

The Capital Improvement Program (CIP) receives and evaluates capital expenditure requests, recommends priorities for the acquisition or improvement of land, facilities and infrastructure, oversees and monitors major capital projects, and guides growth and change of county facilities and infrastructure by anticipating future needs.

### II. ORGANIZATIONAL CHART



### III. DESCRIPTION OF MAJOR SERVICES

The CIP is an internal planning tool administered by the County Administrative Office (CAO) to provide the Board of Supervisors with information to assist in the decision-making process to allocate limited resources for capital projects. The CIP provides for the acquisition, construction, reconstruction, initial fixtures and equipment, renovation, rehabilitation or replacement of facilities with life expectancy of at least five years and capital costs in excess of \$5,000. The program:

- Receives and evaluates requests to lease or expand leased space or to vacate, occupy, alter, remodel or construct county-owned space, land, or facilities.
- Recommends priorities for capital projects based on criteria in the Capital Budget Policy for government facilities, regional parks, airports, transportation, and solid waste facilities.
- Prepares the annual CIP budget, monitors and directs implementation of approved projects through Architecture and Engineering (A&E), Facilities Management, Real Estate Services, Airports, Regional Parks and Public Works departments, and provides direct oversight for major capital projects.
- Develops and implements facility standards and maintains land and building inventories.
- Performs long-range planning to:
  - Link department capital and operational budget plans to countywide strategic plans.
  - Conduct physical condition assessments through periodic surveys of facilities to identify major, large-scale projects to repair and rehabilitate county assets.
  - Identify opportunities for energy efficiencies, life-cycle increases, and maintenance operating cost reductions.
  - Identify future space and infrastructure needs of the county.
  - Develop formal estimates of costs, seek adequate project funding, and identify opportunities for public-private partnerships for the development of county facilities.

### IV. 2005-06 ACCOMPLISHMENTS

The CAO reviewed 144 CIP requests in the annual budget review process and approved 51 projects for 2005-06 to be administered by the A&E with project budgets totaling \$12.9 million dollars. An additional 75 CIP requests were reviewed and evaluated as mid-year requests and approved projects were assigned to A&E, Facilities Management or Real Estate Services Department for implementation. A&E completed 59 general fund CIP projects with budgets totaling \$14.9 million including:



- Building and Infrastructure Projects \$ 6.5 million
- Park Improvement Projects \$ 5.2 million
- Paving Projects \$ 1.0 million
- Consultant Space Studies/Evaluations \$ .9 million
- Contributions to Other Agencies for General Projects that Benefit County Residents \$ .8 million
- Security Improvements \$ .5 million

The CAO also monitored and managed the implementation of several major capital improvement program projects during 2005-06, including the seismic retrofit and remodel of the Central Courthouse and realignment of Valley Boulevard at Pepper Avenue in Colton, and prepared numerous agreements for contributions by the county to cities and non-profit organizations for capital improvement projects that benefit county residents.

## V. 2006-07 SUMMARY OF BUDGET UNITS

Funding for capital projects is included in the Architecture and Engineering CIP funds.

## VI. 2006-07 BUDGET

BREAKDOWN BY EXPENDITURE AUTHORITY	BREAKDOWN BY FINANCING SOURCE
Funding for capital projects is included in the Architecture and Engineering CIP funds.	Funding for capital projects comes from numerous sources including the general fund, discretionary and various restricted sources and varies annually based on available one-time funding.

## VII. GOALS, OBJECTIVES, AND PERFORMANCE MEASURES

### GOAL 1: UPDATE BUILDING CONDITION INFORMATION FOR ALL COUNTY FACILITIES.

*Objective A: Survey and evaluate plumbing rehab and upgrades for county facilities.*

MEASUREMENT	2005-06 (Actual)	2006-07 (Projected)	2006-07 (Estimated)	2007-08 (Projected)
1A. Percent of buildings, and/or building groups, with plumbing condition data compiled and prioritized.	0%	20%	20%	40%

### Status

CIP selected this goal because plumbing rehab and upgrades was one category of maintenance/infrastructure that had not been previously evaluated, many of the county's buildings and sites were approaching their life-cycles, and the CAO had seen an increase in plumbing-related repairs and maintenance in the past few years. Accomplishing the objectives in 2007-08 would provide the necessary tools to prioritize and plan for rehabilitation and upgrades for county facilities. The evaluation will be completed as part of a building assessment program developed by the CAO's office in conjunction with the Facilities Management Department. A Request for Proposals was issued by Facilities Management and a contract with the selected vendor to perform building assessments was approved by the Board of Supervisors on November 7, 2006. The contract calls for the evaluation of 1,900,000 square feet of facilities during the first year. The estimated cost for the assessments that includes the evaluation of plumbing systems in county facilities is \$247,000. Funding was provided to the Facilities Management budget in the amount of \$500,000 annually to address deferred maintenance for county facilities. The cost of the building assessment will be paid from this funding source during the first year and the balance will be used to address identified projects. The assessment will prioritize projects based on:

- **Priority 1 Critical**--Current Code Violation; Life Safety; Return a facility or equipment to operation; Mission critical.



- **Priority 2 Potentially Critical**--Conditions in this category, if not corrected expeditiously, will become critical within a year—Potential Life Safety Hazard; Rapid deterioration which will lead to loss of facility operation.
- **Priority 3 Necessary--Not yet critical**--Repairs which provide a rapid return on investment to include energy efficiency projects—Building or site improvements uncompleted due to inadequate funding, or other reasons; Repairs which will preclude predictable deterioration, potential downtime, and/or higher short-term maintenance cost, or replacement of building components which have exceeded their predicted useful life.
- **Priority 4 Recommended**--Conditions in this category include items that represent a sensible improvement to existing conditions. These are not required for the most basic function of the facility; however, Priority 4 projects will improve overall usability and/or reduce long-term maintenance costs.
- **Priority 5 Does not meet current codes/standards--“Grandfathered”**--Conditions in this category include items that do not conform to existing codes, but are “grandfathered” in their existing condition. No action is required at this time, but should substantial work be undertaken in contiguous areas, certain existing conditions may require actions.

#### **VIII. 2006-07 APPROVED ADDITIONAL GENERAL FUND FINANCING (POLICY ITEMS)**

The department did not have any approved policy items for 2006-07.

#### **IX. 2007-08 REQUESTS FOR ADDITIONAL GENERAL FUND FINANCING (POLICY ITEMS)**

The department is not requesting any additional general fund financing for 2007-08.

#### **X. 2007-08 PROPOSED FEE ADJUSTMENTS**

The department is not requesting any proposed fee adjustments for 2007-08.

If there are questions about this business plan, please contact Janet Lowe, Administrative Analyst III, at (909) 387-5380.